

Principal Auditor, Bureau of State Audits
Audits Division, Branch 3
Permanent – Full-Time
Position Number 339-100-4094-900

SALARY RANGE: **\$8,369 - \$9,981**

DUTIES: Under general direction, the incumbent in the Principal Auditor classification directs, through subordinate supervisors, teams of auditors conducting performance audits and program reviews of State organizations and other publicly created entities, and has responsibility for audit teams' work outcomes, including ensuring audit procedures, conclusions, and recommendations are consistent with industry and governmental audit standards.

- Ensure audits performed by the California State Auditor's Office conform to industry and governmental audit standards, and fulfill the mission and purpose of the State Auditor.
- Manage the ongoing work of teams of auditors through general supervision and delegation by:
- Oversee audit scoping and planning to ensure necessary resource allocation and that plans are consistent with audit objectives.
- Provide direct supervision of audit team leaders and exercise general administrative authority over audit teams.
- Assist executive management in policy development and strategic planning.
- Represent the State Auditor to external parties.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) to understand and interpret financial data.
- Principles and methods of statistical sampling to design or review sampling plans.
- Survey design and administration to obtain data or to review survey procedures and outcomes.
- Inferential statistics (e.g., trend lines) to make inferences and evaluate audited data.
- Principles, practices, and trends of public administration, organization, and management.
- Techniques of organizing and motivating groups.
- Human resource procedures to ensure that personnel actions are in compliance with the office's policies and procedures as well as State laws and regulations as enforced by the State Personnel Board.
- Training principles and procedures for training staff, various stakeholders, and/or the general public to ensure information is relayed effectively.
- Information technology systems including how they are developed and operated.
- Strategic planning practices, including development of plans and determining how to implement.
- A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

Skill to:

- Develop policies and procedures for resolving audit or administrative issues.
- Plan, organize, and direct the work of multidisciplinary professional staff.
- Analyze complex problems and recommend effective courses of action.
- Make recommendations regarding the Office's structure and funding to ensure programs run efficiently and funding sources are sufficient.
- Think strategically both at an organizational level and on individual project level.
- Participate in personnel selection processes to ensure the integrity of the processes and compliance with applicable policies and procedures.
- Use various internal database programs to access, review, and interpret data and reports.

APPLICATION REQUIREMENTS: In addition to your **standard state application (STD. 678)**, please provide a **Statement of Qualifications (SOQ)** for the hiring manager's review. The SOQ is a narrative discussion of how your education, training, experience, and skills meet the desired qualifications and qualify you for the position. The SOQ serves as documentation of your ability to present information clearly and concisely in writing and should be typed and no longer than two pages in length.

TO APPLY, send or deliver a completed STD.678 and SOQ to:

Location

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Kristina Gin
(916) 445-0255, ext. 500
kristinag@auditor.ca.gov

All applications must be postmarked no later than the final filing date. **Applications postmarked after the final filing date will not be accepted for any reason.**

FINAL FILING DATE: FEBRUARY 3, 2015

SELECTION PROCESS: Current state employees with status in the Principal classification (class), lateral transfers from an equivalent class, former state employees who can reinstate into the Principal class, and persons who are reachable on a current employment list for this class may apply. All interested applicants must submit a STD. 678 (with an original signature) **and indicate the position number and branch on the application. Emailed applications and applications without an SOQ will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

Upon appointment, all employees are subject to **fingerprinting and having a background check conducted.** All State Auditor's Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.